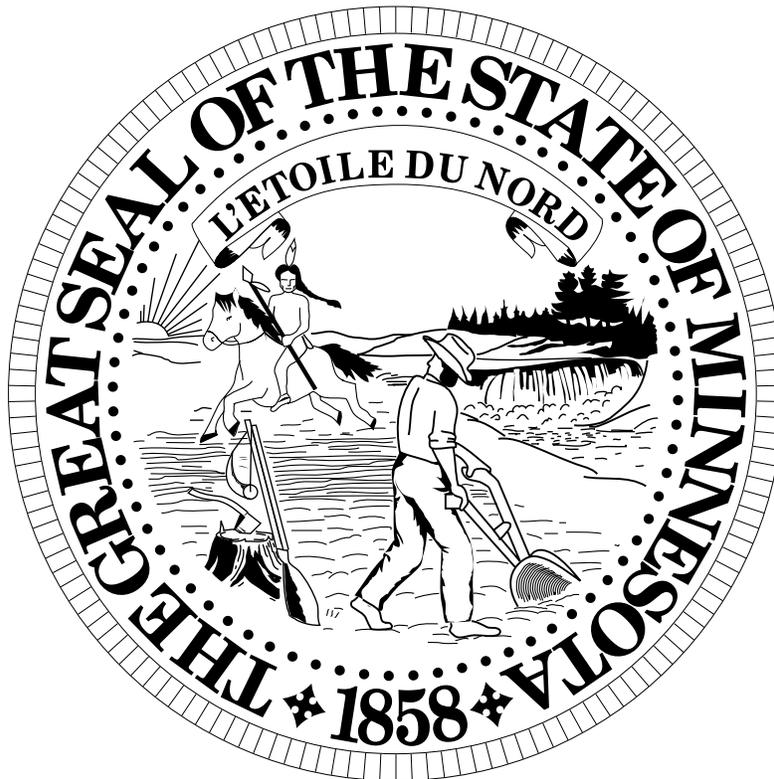


State of Minnesota

State Register

Rules and Official Notices Edition



Published every Monday (Tuesday when Monday is a holiday) by the
Department of Administration – Communications Media Division

Monday 17 July 2000
Volume 25, Number 3
Pages 79-104

State Register

Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes* § 14.46. The *State Register* contains:

- proposed, adopted, exempt, expedited emergency and withdrawn rules
- executive orders of the governor
- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
- state grants and loans
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- certificates of assumed name, registration of insignia and marks

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Mae Schunk, Lt. Governor 651/296-3391	Judi Dutcher, State Auditor 651/297-3670	Carol Johnson, State Treasurer 651/296-7091
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Printing Schedule and Submission Deadlines

Vol. 25 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
#3	Monday 17 July	Noon Wednesday 5 July	Noon Tuesday 11 July
#4	Monday 24 July	Noon Wednesday 12 July	Noon Tuesday 18 July
#5	Monday 31 July	Noon Wednesday 19 July	Noon Tuesday 25 July
#6	Monday 7 August	Noon Wednesday 26 July	Noon Tuesday 1 August

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- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year, hard copy, paper subscription: \$160.00.
- *Contracts Supplement* (published every Tuesday and Friday) One year subscription: \$135.00 via first class mail, \$150.00 via fax or through our website. Users agree not to redistribute without authorization.
- **13-week trial subscription** which includes both the *State Register* and *Contracts Supplement*. \$65.00
- **Single issues** are available for a limited time: *State Register* \$5.00, *Contracts Supplement* \$1.00. Shipping is \$3.00 per order.

PUBLISHING NOTICES IN THE *State Register*: Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to 651-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$115.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double-spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Contact the editor if you have questions.

An "Affidavit of Publication" can be obtained at a cost of \$10.00 for notices published in the *State Register*. This service includes a notarized "Affidavit of Publication" and a copy of the issue of the *State Register* in which the notice appeared.

The *State Register* is published by Communications.Media Division, Department of Administration, State of Minnesota, pursuant to *Minnesota Statutes* § 14.46 and is available at the main branch of county libraries in Minnesota and all "State Depository Libraries": State University and Community College libraries; the University of Minnesota libraries; St. Paul, Minneapolis and Duluth Public Libraries; the Legislative Reference Library; State Law Library; Minnesota Historical Society Library; and the Library Development Service at the State Department of Children, Families and Learning.

FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

Contact: Senate Public Information Office (651) 296-0504
Room 231 State Capitol, St. Paul, MN 55155

Contact: House Information Office (651) 296-2146
Room 175 State Office Building, St. Paul, MN 55155

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Minnesota Rules: Amendments and Additions

NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the most current edition of the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

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Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

Exempt Rules

An exempt rule adopted under *Minnesota Statutes* §§ 14.386 or 14.388 is effective upon its publication in the *State Register*.

Emergency Expedited Rules

Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months.

Department of Labor and Industry

Adopted Permanent Rules Relating to Employment; Fees for Rehabilitation Services

The rules proposed and published at *State Register*, Volume 24, Number 42, pages 1481-1482, April 17, 2000 (24 SR 1481), are adopted as proposed.

Board of Pharmacy

Adopted Permanent Rules Relating to Fees

The rules proposed and published at *State Register*, Volume 24, Number 39, pages 1353-1356, March 27, 2000 (24 SR 1353), are adopted as proposed.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Official Notices

Pursuant to Minnesota Statutes §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking. The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

Minnesota Board of Animal Health

Notice of National Search for Executive Director

Dr. Thomas J. Hagerty, Executive Director for the Minnesota Board of Animal Health and state veterinarian, has announced his retirement in the spring of 2001. The Minnesota Board of Animal Health is conducting a national search for Dr. Hagerty's successor, and resumes will be accepted through September 1, 2000. For information, contact Barbara Troyer, Division Director, at (651) 296-2942, ext. 14. The full job announcement is posted on the Board's *web page* at www.bah.state.mn.us.

Interagency Long Term Care Planning Committee

Request for Proposals for Exceptions to the Nursing Home Moratorium and Notice of Hearing

Purpose

The Interagency Long Term Care Planning Committee (INTERCOM) is accepting written proposals from nursing homes and boarding care homes requesting an exception to the nursing home moratorium. The Commissioner of Health, in coordination with the Commissioner of Human Services, may approve such requests under conditions listed in *Minnesota Statutes*, §144A.073. These conditions refer to categories of exceptions which are defined as:

- (a) "Conversion" means the relocation of a nursing home bed from a nursing home to an attached hospital.
- (b) "Relocation" means the movement of licensed nursing home beds or certified boarding care beds as permitted by state statute to promote equitable access across the state or to move the beds to another site.
- (c) "Renovation" means extensive remodeling of, or construction of an addition to, a facility on an existing site with a total cost exceeding ten percent of the appraised value of the facility or \$200,000, whichever is less.

(NOTE: *Minnesota Statutes*, § 144A.071 allows projects with costs less than \$750,000 to proceed without applying for a moratorium exception under this process.)

- (d) "Replacement" means the demolition, delicensure, reconstruction, or construction of an addition to all or part of an existing facility.
- (e) "Upgrading" means a change in the level of licensure of a bed from a boarding care bed to a nursing home bed in a certified boarding care facility.

Appropriation Available

The amount of the legislative appropriation available for the total annual additional costs to the medical assistance program for this Request for Proposals (RFP) is \$251,921.

Eligibility to Submit a Proposal

A proposal for an exception to the nursing home moratorium may be submitted by an organization or individual authorized by a facility's governing board or management to prepare and submit a proposal to INTERCOM.

Method for Estimating Proposal Cost

The method that INTERCOM will use in evaluating proposals for approval or disapproval for estimating the cost of a proposal is detailed in the application materials.

Criteria for Review

The following criteria shall be used in a consistent manner, equally weighed, to compare, evaluate, and rank all proposals submitted:

- 1) the extent to which the proposal furthers state long-term care goals designed to maximize independence of the older adult population, and to ensure cost-effective use of financial and human resources;
- 2) the cost effectiveness of the proposal;

- 3) the extent to which the proposal promotes equitable access to long term care services in nursing homes across the state;
- 4) the extent to which the proposal improves the health and safety of residents;
- 5) the extent to which the proposal promotes the comfort or quality of life of residents;
- 6) the extent to which the applicant demonstrates a history of quality care provided in the facility; and
- 7) the extent to which the project reduces the need for waivers from regulations.

Procedure for Receiving Application Materials

The application materials, including instructions, format and necessary forms, are available upon *written or facsimile* request to:

Yvette Young	Phone: (651) 215-8700
MDH - F&PC Division	Fax: (651) 215-8710
<i>U.S. Mail Service</i>	<i>Courier or Walk-In Service</i>
MDH - F& PC Division	MDH - F& PC Division
P.O. Box 64900	85 East Seventh Place, Suite 300
St. Paul, Minnesota 55164-0900	St. Paul, Minnesota 55101

Review and Approval of Proposals

INTERCOM has appointed an advisory review panel composed of representatives of consumers and providers to review proposals and provide comments and recommendations to INTERCOM before **November 27, 2000**. INTERCOM must hold a public hearing on the proposals received that meet review requirements, and must submit recommendations for approval or disapproval of proposals to the commissioner of Health no later than **December 13, 2000**. The commissioner of health must approve or disapprove a project within 30 days after receiving the committee's recommendations, or no later than **January 11, 2001**. The commissioner of health must send a written notice of approval or disapproval to the proposer no later than **January 20, 2001**.

NOTICE OF HEARING

A public hearing on the moratorium exceptions proposals submitted to INTERCOM will be held on Friday, December 8, 2000, beginning at 1:00 p.m. The public hearing will be held in the Mississippi Room at the Minnesota Department of Health offices, at Snelling Office Park, 1645 Energy Park Drive, St. Paul, Minnesota (Snelling Avenue and Energy Park Drive). At the hearing, there will be an opportunity for the facility to provide additional information and to answer questions from INTERCOM on their nursing home moratorium exceptions proposal. Further information on the public hearing will be made available to the contact person identified in each moratorium exceptions proposal.

Questions Concerning the RFP

Any questions relating to the RFP process may be submitted by prospective applicants *in writing* to:

Linda Sutherland
Minnesota Department of Health
Facility and Provider Compliance Division
P.O. Box 64900
St. Paul, MN 55164-0900
Fax: (651) 215-8710

NO ANSWERS WILL BE PROVIDED IN RESPONSE TO PHONE CALLS. Each question must cite the particular RFP page to which it refers. Copies of all questions and their answers will be provided to all prospective applicants who have requested Application materials. Only responses in writing by Linda Sutherland will be considered official. At least one Question and Answer document will be issued, after September 15, 2000. The closing date for the receipt of questions will be 4:00 p.m., Friday, September 29, 2000.

Technical assistance in completing the application forms is available from Duane Elg at Minnesota Health and Housing Alliance, at (651) 645-4545, or Patti Cullen at Care Providers of Minnesota at (952) 854-2844.

Procedures for Submitting Proposals

No proposals submitted by facsimile machine will be accepted. *Five (5) written copies of the completed proposal must be received no later than 4:00 p.m. on Friday, October 13, 2000 by:*

Linda Sutherland	
<i>U.S. Mail Service</i>	<i>Courier or Walk-In Service</i>
Minnesota Department of Health	Minnesota Department of Health
Facility and Provider Compliance Division	Facility and Provider Compliance Division
P.O. Box 64900	85 East Seventh Place, Suite 300
St. Paul, Minnesota 55164-0900	St. Paul, Minnesota 55101

Official Notices

Public Employees Retirement Association

Notice of Meeting of the Board of Trustees

The regular meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Thursday, July 20, 2000, at 9:00 a.m., in the PERA offices, 514 St. Peter Street, Suite 200 - Skyway Level, Saint Paul, Minnesota.

Department of Trade and Economic Development

Business and Community Development Division

Notice of Public Hearing on Award of Financial Assistance to United HealthCare Services, Inc.

NOTICE IS HEREBY GIVEN that the Department of Trade and Economic Development will conduct a public hearing as required by *Minnesota Statutes* 116J.994, Subdivision 5. This hearing will provide interested people and organizations with an opportunity to comment on business subsidy criteria as it pertains to assistance for United HealthCare Services, Inc. through the Minnesota Investment Fund and the Rural Job Creation Programs. The hearing will be conducted on July 27, 2000 beginning at 10:00 a.m. on the 5th floor of the Metro Square Building, 121 7th Place East, St. Paul, Minnesota.

Information about the business subsidy, including a summary of the terms of the subsidy is available at the Department of Trade and Economic Development, 500 Metro Square Building, 121 7th Place East, St. Paul, Minnesota.

For more information contact:

Paul Moe
Director, Business Finance Programs
Department of Trade and Economic Development
500 Metro Square Building
121 7th Place East
St. Paul, Minnesota 55101-2146
(651) 297-1391

Department of Trade and Economic Development

Business and Community Development Division

Notice of Public Hearing on Criteria for Awarding Business Subsidies through the Minnesota Investment Fund Program

NOTICE IS HEREBY GIVEN that the Department of Trade and Economic Development will conduct a public hearing as required by *Minnesota Statutes* 116J.993-116J.995. This hearing will provide interested people and organizations with an opportunity to comment on the criteria which will be used to award business subsidies through the Minnesota Investment Fund Program. The hearing will be conducted on July 27, 2000 beginning at 9:00 a.m. on the 5th floor of the Metro Square Building, 121 7th Place East, St. Paul, Minnesota.

For more information contact:

Paul Moe
Director, Business Finance Programs
Department of Trade and Economic Development
500 Metro Square Building
121 7th Place East
St. Paul, Minnesota 55101-2146
(651) 297-1391

Department of Transportation Office of EEO Contract Compliance

Disadvantaged Business Enterprise (DBE) Goal for Federal Fiscal Year 2001

In accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26, the Minnesota Department of Transportation (Mn/DOT) formally proposes to set its annual overall goal for Disadvantaged Business Enterprise (DBE) program participation on DOT assisted contracts at 11.6%. This represents the percentage of all DOT funds that Mn/DOT expends during FY 2001 with DBEs for construction contracts, materials, supplies and equipment and professional services for the period of October 1, 2000 through and inclusive of September 30, 2001. Hereinafter, Mn/DOT will continue to advertise annually for public comment on its DBE Program and on its proposed DBE participation.

The goal for the time frame listed above and its rationale are available for public inspection during normal business hours, from 8:00 a.m. to 4:30 p.m. at the Office of EEO Contract Management, located in the Transportation Building on the first floor, 395 John Ireland Boulevard, Saint Paul, Minnesota, for 30 days from the date of publication of this notice. Written comments will be accepted for 45 days from the date of this publication. All comments must be sent to the mailing address, E-mail address or by facsimile to the fax number listed below.

Mn/DOT's goal of 11.6% for FY 2001 may be adjusted in response to comments received during the forty-five (45) day comments period.

All written comments should be addressed to:

Director
Office of EEO Contract Management
Minnesota Department of Transportation
395 John Ireland Blvd., M.S. 170
Saint Paul, MN 55155
E-mail: michael.garza@dot.state.mn.us
Fax: (651) 297-2158

Department of Transportation

Petition of the City of Hibbing for a Variance from State Aid Requirements for OPENING OF BIDS PRIOR TO STATE AID PLAN APPROVAL

NOTICE IS HEREBY GIVEN that the Hibbing City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300, for a variance from rules as they apply to a signal construction project, known as S.A.P. 131-010-13, S.P. 6934-103, etc., on Trunk Highway No. 169/73, located at 9th Avenue West, 25th Street, and Howard Street in the City of Hibbing, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.2800, Subpart 2, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow the opening of bids prior to plan approval by the State Aid Engineer, on the signal construction project on Trunk Highway No. 169/73, located at 9th Avenue West, 25th Street, and Howard Street in the City of Hibbing, Minnesota.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated this 5th day of July, 2000.

Julie A. Skallman
State Aid Engineer
State Aid for Local
Transportation

State Grants & Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself. Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Minnesota Amateur Sports Commission Minnesota Department of Children, Families and Learning

Notice of Request for Proposals for Youth Enrichment Grants to Design, Furnish, Equip, Renovate, Replace or Construct Parks and Recreation Facilities, School Facilities and Soccer Fields and Athletic Facilities

Local units of government are invited to submit proposals to the Minnesota Department of Children, Families and Learning (CFL), Division of Management Assistance for grants to design, furnish, equip, renovate, replace, or construct parks and recreation facilities including soccer fields and athletic facilities and school facilities to provide youth, with preference for youth in grades four through eight, with regular enrichment activities during nonschool hours, including after school, evenings, weekends and school vacation periods and that will provide equal access and programming for all children. (*Laws of Minnesota*, Chapter 492, Article 1, Section 5, subd. 7. Note: This is a one-time program of the legislature and there is no assurance that the program will continue in future years.

All facilities must be owned by, and construction contracts let by, a political subdivision (e.g. city, county, or school district). The buildings may be leased to nonprofit community organizations. Copies of any proposed lease of the facilities by a political subdivision to a nonprofit service provider must be included in proposal documentation. Proposals written in collaboration with nonprofit programs are encouraged. All construction contracts must comply with uniform municipal contracting laws.

Enrichment programs include academic enrichment, homework assistance, computer and technology use, arts and cultural activities, clubs, school-to-work and work force development, athletic, and recreational activities. Grants must be used to expand the number of children participating in enrichment programs or improve the quality or range of program offerings. The facilities must be fully available for programming sponsored by nonprofit and community groups serving youth, or school, county or city programs, for maximum hours after school, evenings, weekends, summer and other school vacation periods.

Priority must be given to proposals that demonstrate collaboration among private, nonprofit and public agencies, including regional entities dealing with at-risk youth, and community and parent organizations in arranging for programming, staffing, transportation, and equipment.

Priority must be given to school attendance areas with high concentrations of children eligible for free or reduced school lunch and to government units demonstrating a commitment to collaborative youth efforts.

Preference will be given to grants that provide year-around programming; that target youth in grades four through eight; and provide equal access and programming for all children.

Special MASC Grant Criteria for Soccer Fields and Athletic Facilities Grant Applications:

Match requirement for soccer field development

Total project costs up to \$20,000 - match requirement \$1 state money : \$1 local money (total up to \$10,000)

Total project costs \$20,001-\$75,000 - match requirement \$1 state money : \$3 local money (total up to \$25,000)

Total project costs over \$75,001 - match requirement \$1 state money : \$4 local money (total up to \$100,000)

Match requirement for other athletic facilities - match requirement 1:1

Applicants will have until September 15, 2000 to provide documentation of matching dollars.

For information regarding the MASC grant program contact:

Lynda Lynch
Minnesota Amateur Sports Commission
1700 - 105th Avenue NE
Blaine MN 55449
Phone: (763) 785-5631, **Fax:** (763) 785-5699 and **email** is Llynch@citilink.com

The Request for Proposal and further information regarding the process may be obtained by contacting:

Nancy Valento
Division of Management Assistance
Department of Children, Families and Learning
1500 Highway 36 West
Roseville, MN 55113
Phone (651) 582-8864, **fax** (651) 582-8873 and **email** is nancy.valento@state.mn.us

Grant applications for soccer fields and athletic facilities must be postmarked by August 15, 2000.

Grant applications for all other grants must be postmarked by October 16, 2000.

Department of Economic Security

Rehabilitation Services

Notice of Availability of Funds for Extended Employment Programs

Information on Extended Employment Program funding in State Fiscal Year 2001 is available for current Extended Employment providers and other interested parties. The authority for the Extended Employment Program is described in *Minnesota Statutes* 268A.03(a) and 268A.15 and in *Minnesota Rules* 3300.2005 to 3300.2055 effective July 1, 1998. The Extended Employment Program includes the Center-Based, Community, and Supported Employment sub-programs that provide ongoing employment support services to workers with severe disabilities. In State Fiscal Year 2001, \$10,724,000 in Extended Employment Program funding will be available.

To be an Extended Employment Program provider, an organization must be certified by Rehabilitation Services of the Department of Economic Security in accordance with *Minnesota Rule* 3300.2010. Individual eligibility for persons who may be served in Extended Employment is defined in *Minnesota Rule* 3300.2015. Extended Employment Standards for program planning and service delivery are set forth in *Minnesota Rule* 3300.2025. The Extended Employment funding system is described in *Minnesota Rule* 3300.2035. Provisions for new and expanded programs are defined in *Minnesota Rule* 3300.2030. Funding for new and expanded programs is contingent upon the availability of funds. Any city, town, county, non-profit organization, or combination of these that operates or proposes to operate a public or non-profit Extended Employment program may apply for funding. Applications are required for funding Extended Employment providers currently receiving Extended Employment funds and are also required for new or expanded programs.

These sections of the *Minnesota Rules* that describe the Extended Employment Program can be found on the Internet at:

<http://www.revisor.leg.state.mn.us/arule/3300/>

Persons or parties who wish to obtain information on Extended Employment Program funding in State Fiscal Year 2001 may contact:

Abigail Neuman
Rehabilitation Services - Extended Employment
Minnesota Department of Economic Security
390 North Robert Street - 1st Floor
St. Paul, MN 55101
Phone: (651) 296-9157 **FAX:** (651) 297-5159

Department of Economic Security

Department of Human Services

Notice of Request for Proposals for Nontraditional Career Assistance and Training Programs (NCAT)

The Department of Economic Security (DES) and the Department of Human Services (DHS) will fund innovative, *NEW* programs specifically for the purpose of increasing the employment of female MFIP (Minnesota Family Investment Program) recipients in nontraditional careers in trades and or manual and technical operations. This request for proposal is authorized by *Minnesota*

State Grants & Loans

Statutes 256J.655 and 256K.30, based on availability of funds. Funding for this project is approximately \$500,000 made available through federal TANF (Temporary Assistance to Needy Families) funds. As such, grantees will be required to meet federal TANF reporting requirements.

Approximately four to eight reimbursement-based grants are anticipated to be awarded to nonprofit organizations to operate Nontraditional Career Assistance and Training (NCAT) programs located on metro or out-state Minnesota.

Proposals will be accepted from government entities, employment and training service providers, federally recognized Indian Reservations, school districts, post-secondary educational institutions, job training agencies, community action agencies, community-based organizations, Displaced Homemaker programs, labor associations and other nonprofit organizations. The award of these contracts will be for a nine-month period from Oct. 2, 2000 through June 30, 2001. This is a one-time allocation.

• **Proposals must, at a minimum, address the following:**

- I. The Nontraditional Career Assistance and Training (NCAT) provider must offer a "Career Assistance Component" that facilitates female entrance to the trades and technical occupations. This component may include or be similar to:
 - a. Training designed to prepare women to succeed in nontraditional occupations, conducted by a NCAT grantee or in collaboration with another institution. The training will cover the knowledge and skill required for the trade, information about job realities for women developing workplace problem-solving skills and information about the current and projected job market and likely career path for the trade;
 - b. Assistance with child care and transportation during job training, job search, and at least the first two months of employment;
 - c. Job placement assistance during training and job search as well as after completion of the training program;
 - d. Job retention support that includes mentor programs, support groups, or ongoing staff contact (including access to job-related information, assistance with resolution of workplace issues and access to advocacy services).
- II. The NCAT program proposed must serve female MFIP participants defined as eligible for program participation by job counselor approval. Factors contributing to female MFIP recipients ability to participate include:
 - a. Affordability of tuition and supplies.
 - b. Geographic proximity to low-income neighborhoods, child care and public transportation routes.
 - c. Program hours and program duration to be compatible with MFIP participants family needs as well as their need to be employed during training.
- III. The proposed NCAT provider must demonstrate coordination with current MFIP providers. Proposals shall include signed letters from local MFIP providers indicating that the activities proposed are consistent with general MFIP policy and will be coordinated with individual MFIP Employment Plans.

Preference will be given to projects which include an employer partner.

Proposals must be sent to and received by Laura Turner, Employment Transition Director by no later than 4:00 p.m. on Friday Sept. 8, 2000.

For a copy of the full Request for Proposal (RFP) or other questions or information contact:

Lynn Bach, Sr. Employment Specialist
Minnesota Department of Economic Security
390 No. Robert St.
St. Paul, MN 55101
(651) 297-1373
lbach@ngwmail.des.state.mn.us

Minnesota Historical Society

Historic Preservation Grant Application Deadline

The Minnesota Historical Society announces a fall grants cycle for two state grants programs to assist historic preservation and local history projects. These funds were allocated to the Minnesota Historical Society in the 1999 and 2000 Legislative Sessions.

State Capital Grants-in-Aid County and Local Preservation Project Grants: The primary recipients are public entities as defined in state law, including county and local jurisdictions, or projects sponsored by an eligible governmental unit. To be funded, projects must serve a public purpose and the property must be in public ownership. Grant recipients must match state funds on at least an equal basis. Approximately \$350,000 will be awarded during the fall grants cycle.

State Grants-in-Aid: The primary recipients are regional, county, and local nonprofit organizations whose primary purpose is historic preservation and/or interpretation. Up to \$90,000 will be awarded during the fall cycle. A second round of grants will be awarded in a winter grants cycle. Grant recipients must match state funds on at least an equal basis. This program has been supporting projects conducted by local and county organizations that interpret and preserve Minnesota's history since 1969. Project categories include: Historic Properties, Artifact Collections, Interpretive Programs, Microform Copies, Oral History, Photographic Collections, Manuscripts, Publications and Research, Museum Environments, and Technology.

Deadlines for the fall grants cycle are:

August 11, 2000:	Pre-application due.
September 15, 2000:	Application due.
October 26, 2000:	Grants Review Committee meets.

To request grant information materials and application forms, or for more information, **call** (651) 296-5478, **E-mail** the Grants Office - mandy.skypala@mnhs.org, or write to the Grants Office, Minnesota Historical Society, 345 West Kellogg Blvd., Saint Paul, MN 55102-1906. Application materials can also be downloaded from the Minnesota Historical Society's **website** at: www.mnhs.org.

Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$25,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: agency name and address, name of agency contact person, description of project and tasks, cost estimate and final submission date and time of completed proposal. Certain quasi-state agencies and MnSCU institutions are exempted from these provisions. In accordance with *Minnesota Rules* 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. Certified Economically Disadvantaged Businesses and individuals shall receive the equivalent of a 4% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 282-5799.]

Department of Administration

State Designer Selection Board

To Minnesota Registered Design Professionals: Request for Proposals for the Veterans Home Board (Project 00-19) for Facility Repairs at the Veterans Home in Hastings

The State Designer Selection Board has been requested to select consultants for a project. Design firms who wish to be considered for this project must deliver proposals on or before 12 p.m. (Noon), Monday, July 31, 2000, to:

Lisa Blue, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155-3000
(651) 297-5526

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning the Board's procedures herein described, or the schedule in Item 8.h, should be referred to the Executive Secretary at (651) 297-5526. Questions relating to the project must be referred to the project contact(s) in Item 8.i.

NOTE TO RESPONDERS: Changes May Have Been Made in the Content and Format Requirement. Proposals That Do Not Confirm to the Following Content, Order and Format Requirements as Outlined in Items 1 through 5 Below May Be Disqualified.

1. **The front cover of the proposal should be clearly labeled** with the project number and project title as shown at the top of this request for proposal, together with the designer's firm name, address, telephone number, fax number and the name of the contact person. The back cover should remain blank.
2. **All data should be on 8 1/2" x 11" sheets**, soft bound. No more than 20 printed faces should be included (see the following for clarification):
 - a. All letters directed to the Board should be bound into the proposal and all pages will be counted as printed face(s). It is not necessary to do a cover letter to the Executive Secretary.
 - b. Blank dividers (with printed tab headings only) will not be counted as faces.
 - c. Front and back covers of proposals will not be counted as faces.
 - d. None of the statutory or mandatory information, except as requested in Item 3 below, should appear on the dividers or covers.
 - e. All pages should be numbered.

Proposals that deviate from the above may be disqualified.

3. BRIEF PROPOSAL SUMMARY:

All proposals shall begin with a summary which includes only the following items:

- a. Name of firm and its legal status;
- b. Names of persons in leadership roles for project management, design and production of architecture; design of civil, structural, mechanical and electrical engineering, landscape architecture, land surveying, fire protection and geoscience for each and every discipline called for in Section 8.b. The name of each person so mentioned must also include their Minnesota registration number. Fire protection engineering requires a licensed fire protection engineer,

Professional, Technical & Consulting Contracts

identified by their number OR the engineering registration number accompanied in Section 4.b by a listing of past projects demonstrating competency in this field.

Consultants and assistants to the persons in leadership roles, as identified above, need not provide a Minnesota registration number. These individuals should be listed separately from those above.

- c. A statement indicating that the consultants listed have been contacted and have agreed to be a part of the design team;
- d. A commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in Item 3.b above, along with adequate staff to meet the requirements of work;
- e. At least one copy of the proposal must contain an original signature by an authorized member of the firm submitting the proposal, in ink, on the bottom of the first page of the proposal.
- f. A list of all State and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

Projects and studies shall mean those projects and studies (1) funded by the state legislature, by state/user agencies or University of Minnesota operating funds, or by funding raised from the private sector or individuals by state/user agencies or the University of Minnesota; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies or the University of Minnesota without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems.

The prime firm(s) shall list and total all gross fees associated with the above projects and studies, whether the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above. The prime firm(s) shall subtract consultant fees from gross fees to determine total net fees using the format below.

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

(The total shown in column (A) shall equal the sum of those shown in columns (B) and (C).)

4. ADDITIONAL MANDATORY PROPOSAL CONTENTS:

- a. A section containing graphic material (e.g., photos, plans, drawings, etc.) as evidence of the firm's qualifications for the work. The graphic material shall be identified. It shall be work in which the personnel listed in Item 3.b above have had significant participation and their roles shall be clearly described. It shall be noted if the personnel were, at the time of the work, employed by other than their present firms.
- b. Expanded resumes showing qualification of individuals, listed in Item 3.b above, administering or producing the major elements of the work, including consultants. Identify roles which such persons played in projects which are relevant to the project at hand.
- c. A discussion of the firm's understanding of and approach to the project.
- d. A listing of relevant past projects.

5. Eleven (11) copies of the proposal should be submitted.

6. Design firms wishing to have their proposals returned after the Board's review shall follow one of the following procedures:

- a. Enclose a *self-addressed, stamped* postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two weeks to pick up their proposals, after which time the proposals will be discarded; or
- b. Enclose a *self-addressed, stamped* mailing envelope with the proposals. When the Board has completed its selection, proposals will be returned using this envelope.

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7. BOARD SELECTION CRITERIA:

In making its selection of designers the Board shall consider the criteria listed below:

Credit for the following criteria will equal not less than sixty percent.

- a. Qualifications and technical competence in the required field of design;
- b. Ability to deal with aesthetic factors;
- c. Project understanding and approach.

Credit for the following criteria will equal up to forty percent.

- d. Capacity to accomplish the work and services within the required constraints;
- e. Availability of appropriate personnel;
- f. Geographic relationship of the designer's base to the project site; and
- g. Awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions.

The criteria do not necessarily have the same weight, nor are their relative weights necessarily constant from one project to another. The Board may issue statements regarding criteria as they relate to individual projects.

Evaluations of the proposals shall be made independently by the Board members.

8. PROJECT 00-19

Veterans Homes Board
Veterans Service Building
20 West 12th Street, Room 122
St. Paul, MN 55155

a. PROJECT DESCRIPTION:

The Minnesota Veterans Homes Board received \$7 million from the State Legislature for design, repair, and renovation of the utility infrastructure systems and related improvements at the campus of the Hastings Veterans Home. This funding is to address phase two of a three-phase campus upgrade project at this facility.

A detailed scope of the project will include repair and renovation of Buildings 20, 23, and 30 and re-construction of a major portion of the utility tunnel system including new water and steam piping and electrical upgrade.

The mechanical distribution system within the tunnel system on this campus is in need of replacement. The original tunnel system, built in the 1920's, will be replaced with a new tunnel structure and distribution system within the tunnels, including new steam and water piping and electrical upgrades. The schedule to replace these tunnels will need to be phased, and coordinated with the facility to achieve a minimum of down time of existing service. A main tunnel connecting the power plant to Building 23 was replaced in phase one of this campus upgrade.

Building 23, a residence building built in 1916, will receive extensive repair and upgrade. This building will receive new interior sanitary sewer plumbing lines in the entire building. This upgrade will also include a new heating and cooling system (HVAC) throughout the building. Electrical upgrades and general building construction stabilization will round out the interior needed for this building. Tuckpointing and deteriorated brick replacement, also included in the scope of this project, will stabilize the exterior envelope of this building.

Structural building repairs will be completed in Building 30 under the scope of this project. This building was built in 1927 and contains the power plant heating and cooling system for the entire campus. The exterior envelope of this structure will receive an extensive upgrade and include replacement of windows and doors, brick lintel repairs and patching and plastering of walls. Mechanical upgrade for campus heating and cooling was previously upgraded within the power plant, but (HVAC) for this building was not part of the upgrade and, therefore, will need to be addressed in this package.

Building 20, which is used for resident therapy programming will receive numerous repairs. The exterior envelope will be upgraded to include windows, tuck pointing and general construction stabilization; the interior will receive a new heating and air conditioning system, (HVAC) including electrical, and plumbing upgrades.

b. REQUIRED CONSULTANT SERVICES:

Since the bulk of the project improvements needed at this campus are of the mechanical nature, the Minnesota Veterans Homes Board would like to suggest retaining a mechanical engineering firm as the prime design consultant. This firm would coordinate and manage the schematic design, design development, construction documents, bidding, to include project coordination and assistance to the State in construction management for the renovation needed at this campus. This

Professional, Technical & Consulting Contracts

mechanical firm would select a team of professionals, including architecture, electrical, structural, and civil engineering. This firm would be required to provide and monitor independent project scheduling, cost estimating prior to bid, and other professional services as needed to create and support the project.

The mechanical firm that created the predesign which identified the improvements needed at the Hastings Veterans Home is Kargus-Faulconbridge Inc. They can be reached at:

Kargus-Faulconbridge Inc.
1983 Sloan Place, Suite 3
St. Paul, MN 55117
(651) 771-0880

c. SERVICES PROVIDED BY OTHERS:

None

d. SPECIAL CONSIDERATIONS:

The Minnesota Veterans Homes Board requests that a construction design team selection consist of the following criteria:

1. This design team will need to display design creation experience relating to projects of similar size and detail.
2. This firm will need to show experience in coordination of phasing work.
3. The displaying of attitude of project team support for/with owner(state).
4. This firm will need to support the construction documents if challenged by the contractor.
5. Designs shall comply with the State's Indoor Air Quality Standards and Electrical Standards.
6. Successful firms must comply with the State's Consultant Designer Procedures Manual available at www.admin.state.mn.us/dsbc
7. Field observation reports will be required on a weekly basis from prime consultant and each sub consultant.

d. PROJECT BUDGET/FEES:

The total budget allocation of \$7 million for this project has been funded by the State Legislature in bonding session 2000. The budget is as follows:

Design Fees	\$ 560,000
Administration/Contingency	\$ 840,000
Construction Costs/Contingency	\$ 5,600,000
	<u>\$ 7,000,000</u>

f. PROJECT SCHEDULE:

The project schedule will be more definite when the design team has been selected. The preliminary schedule would have the design team selected under contract by October of 2000. The design team would create and prepare the design phase, and construction documents from October 2000 through April of 2001 and have a package go out for bid by April 1, 2001. This should place the mid-point of construction at or near fall of 2001.

g. PROJECT INFORMATIONAL MEETING(S)/SITE VISIT(S):

An informational meeting will be held July 26 at 10:00 a.m. to enhance identification and quality of proposals and to facilitate equal access of such information to all RFP respondents.

The person to contact at the Hastings Veterans Home is Gerald Caulkins. He can be reached at (651) 438-8509. The address of the Home is 1200 East 18th Street, Hastings, MN 55033

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

<i>Project Information Meeting and/or Site Visit:</i>	July 26, 2000
<i>Project Proposals Due:</i>	July 31, 2000, by 12 p.m. (Noon)
<i>Project Shortlist:</i>	August 8, 2000
<i>Project Interviews and Award:</i>	August 22, 2000

i. PROJECT CONTACT(S):

Questions concerning the project should be referred to:
Ev Wright, Agency Facilities Management Director

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State Veterans Service Building
20 West 12th Street
St. Paul, MN 55155
Phone: (651) 296-9759
Fax: (651) 296-6177
E-Mail: evwright@mvhmail.mvh.state.mn.us

9. CONTRACT REQUIREMENTS:

- a. The amended Minnesota Human Rights Act (*Minnesota Statute* 363.073) divides the contract compliance program into two categories. Both categories apply to any contracts for goods or services in excess of \$100,000. The first category applies to businesses who have more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an affirmative action plan to the Commissioner of the Department of Human Rights prior to the date and time set for the solicitation opening and must have received a Certificate of Compliance prior to the execution of the contract or agreement. The second category applies to businesses who have more than 40 full-time employees on a single working day in the previous 12 months in the State in which they have their primary place of business. The business in this category must either have an unexpired Certificate of Compliance previously issued by the Department of Human Rights, or certify to the contracting State agency that they are in compliance with federal affirmative action requirements before execution of the contract. This Certificate is valid for two (2) years. For further information, contact the Department of Human Rights, 190 East Fifth Street, Suite 700, St. Paul, MN 55101, (651) 296-5663 or 800-657-3704.

The Department of Administration is under no obligation to delay award or execution of this contract until a vendor has completed the human rights certification process. It is solely the responsibility of the vendor to apply for, and obtain, a human rights certificate prior to contract award.

- b. Costs incurred in responding to this RFP shall be borne by the responder. In accordance with existing statutes, the Board shall retain one copy of each proposal submitted. Responses to this RFP become public information under the Freedom of Information Act after the final selection has been made.
- c. *Laws of Minnesota 1997*, require the successful responder to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the contract.
- d. *Laws of Minnesota 1997*, Chapter 202, Article 1, Section 12, Subdivision 2, require that during the biennium ending June 30, 1999, for an executive agency contract that is subject to *Minnesota Statutes*, Section 363.073 (over \$100,000 and subject to Human Rights Certification requirements), before the agency enters into the contract, should to the extent practical and to the extent consistent with the business needs of the State, ensure that the company to receive the contract attempts to recruit Minnesota welfare recipients to fill vacancies in entry level positions if the company has entry level employees in Minnesota.
- e. This RFP does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

Minnesota State Colleges and Universities (MnSCU)

Winona State University

Request for RFP for an Experienced Owner's Representative Team (OR)

NOTICE IS HEREBY GIVEN that Winona State University will receive sealed proposals for a OR to guide the planning process for the addition and renovation of the science building.

Proposal specifications will be available July 17, 2000 from Richard Lande, Physical Plant/Facilities Manager, PO Box 5838, 175 West Mark Street, Winona State University, Winona, MN 55987 or by calling (507) 457-5045.

Sealed proposals must be received by Richard Lande, PO Box 5838 or 175 West Mark Street, Winona State University, Winona, MN 55987 by 3:00 p.m. July 31, 2000.

Winona State University reserves the right to reject any or all proposals or portions thereof, or to waive any irregularities or informalities in proposals received.

Minnesota Department of Economic Security

Workforce Wage Assistance Branch

Minnesota Social Security Disability Determination Services

Request for Qualifications (RFQ) and Request for Proposals (RFP) for Mobile/on-site Medical Examination Services for the Minnesota Social Security Disability Determination Services, Workforce Wage Assistance Branch, Department of Economic Security

These requests are made to ensure that the Minnesota Social Security Disability Determination Services (hereafter known as “the State”) has qualified Minnesota licensed physicians in certain specialties available in various Minnesota cities to perform consultative examinations and to provide written results of these examinations for Social Security or Supplemental Security Income disability benefits pending with the State.

This Request for Proposal does not obligate the State to complete the contract and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

The State reserves the right to accept or reject all or part of any proposal submitted; such will be deemed to be in the best interest of the State.

The Minnesota Disability Determination Services, in carrying out the adjudicative process, may request that a claimant be seen at the State’s expense for a specialized consultative medical examination. These examinations are available to local, qualified physicians. In certain areas of the State, however, medical specialists may not be available; or, if available, may not be able to meet the State’s needs. In these instances, we are requesting that qualified Minnesota licensed physicians travel to these cities to perform the medical examination.

The specialty areas needed include neurology, musculoskeletal (orthopedics; physiatry; industrial medicine; occupational medicine), internal medicine, and pediatrics.

The city and its projected monthly need for the period 10/01/00 through 9/30/01, are as follows:

Marshall -

Neurologic:

4 to 5 consultative examinations per month

The above monthly figures are based on projected fiscal year 2001 workload data. The State shall not be bound by these figures.

The contract will run from 10-01-00 through 9/30/01.

Respondents are free to submit a proposal, including this city and specialty.

The following is a list of specifications for the mobile/onsite medical examination services:

1. Examinations must be performed by an M.D. whose qualifications have been approved by the State prior to performing any examinations.
2. Specific State reporting requirements for each type of exam will be included in each written report.
3. The examining physician must have available and incorporate the results of any x-ray, laboratory, or other ancillary studies requested by the State **PRIOR** to completing the report of the exam.
4. A report of the examination must be received by the State within 10 calendar days of the date of the examination. If not available earlier, a copy signed by the examining MD must be received within 18 calendar days of the date of the examination. See specification #21.
5. All examinations must be conducted by medical doctors *licensed to practice medicine in Minnesota* who are either board qualified, board eligible, or third or fourth year residents in the desired specialty.
6. Medical reports will be reviewed by the State. Inadequacies, inconsistencies, or other problems or concerns will be communicated to the Contractor. The Contractor will attempt to clarify or provide the needed information and, if this is not possible, the claimant will be seen again at no charge at the next earliest available appointment.
7. Examinations must be conducted at sites agreed upon by the State. Periodic onsite visits to the Contractor’s examination offices will be made. These may be unannounced.

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8. Contractor will maintain all records associated with this contract in accordance with the Federal Privacy Act (5 U.S.C.-552a) and the Minnesota Data Practices Act (*Minnesota Statutes* Chapter 13).
9. Contractor may use the State teledictation service; however, a \$15.00 fee for usage will be deducted from the total cost of the examination.
10. Appointment days and times will be agreed to by both the State and Contractor.
11. At least five (5) days before a scheduled examination, the State will provide background medical data to the Contractor, as well as specific questions/areas to be addressed in the examination.
12. The State will inform the claimant of the appointment date.
13. The Contractor will "remind" the claimant of the appointment date prior to the examination.
14. Contractor will inform the State of any "failed" appointments. An appointment may be cancelled within 24 hours or longer of the appointment date without charge.
15. The Contractor will provide a contact person to insure easy accessibility to the State, should questions arise.
16. Physician travel costs will be reimbursed according to State regulations. Automobile mileage will be reimbursed at the rate of .29 a mile. There will be no reimbursement for subsistence (lodging and/or meals) expenses.
17. A psychiatrist or neurologist doing psychiatric examinations will be limited to performing 9 examinations per day. A neuropsychiatric examination is considered 2 exams.
18. Contractor may not perform additional lab or x-ray studies not previously authorized by the State except under procedures set up by the State.
19. Reimbursement for lab and x-ray studies will be on a "usual and customary" basis cost, not to exceed the State's existing fee schedule for such studies. Reimbursement for x-ray studies will include only those views authorized. Contractor will inform their ancillary study resources of our fee schedule and assure compliance with this schedule.
20. Reimbursement for examination costs will be at the "usual and customary" rate, not to exceed the State's fee schedule for such studies.
21. Reimbursement for examination costs shall be paid at 100% of the "usual and customary" rate for CE reports received within one (1) to eighteen (18) calendar days of the examination; 75% for reports received nineteen (19) to thirty (30) calendar days after the exam; and 50% for reports received after thirty (30) calendar days.
22. Contractor agrees to comply with the Americans' With Disabilities Act 42 U.S.C. • 12101 *et seq.*

Responders May Propose Additional Tasks or Activities if They Will Substantially Improve the Results of the Services to be Rendered.

Workers' Compensation

In accordance with provisions of *Minnesota Statutes*, 1990, Section 176.182, the Contractor must provide a certificate of insurance insuring workers' compensation liability in Minnesota per *Minnesota Statutes 1981 Supplement*, Section 176.181. Subdivision 2.

Affirmative Action

If your proposal will be in excess of \$100,000.00, the Affirmative Action Data page attached at the end of this RFP must be completed, signed, and returned with your response.

Prospective responders who have any questions regarding this Request for Proposal may write or call:

William T. Ruhl
Assistant Director, Medical Services
300 Metro Square
121 E. 7th Place
St. Paul MN 55101-2116
(612) 296-4419
1-800-657-3852

Mr. Ruhl is the only employee authorized to answer questions regarding this RFQ and RFP.

All Proposals must be sent to and received by: 4:00 p.m., August 11, 2000.

William T. Ruhl
Assistant Director, Medical Services
300 Metro Square

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121 E. 7th Place
St. Paul MN 55101-2116

Late proposals will not be accepted. Please submit four (4) copies of the proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the length of the contract.

Qualification and Proposal Contents

The following will be considered minimum contents of the proposal:

1. Include a curriculum vitae for all examining physicians and other staff involved in the examination process.
2. Describe the facilities (or plan to obtain facilities) in each location where examinations will be performed. Include personnel available, how ancillary studies will be done, method of transportation to and from site, etc.
3. Describe the process for scheduling examinations. Include availability of staff, days exams may be scheduled/performed, whether a minimum number of exams per visit is required, etc.
4. Cost Plan: Specify cities and types of examinations within each city covered by the cost plan.
5. References: Include the name, title, address and telephone number of individuals familiar with your firm or organization. This should not include other employees or officers of the firm or organization. Include your relationship to these individuals.

Evaluation of Proposals

The following are factors upon which proposals will be judged. They include, but are not limited to, the factors listed below. Also, the evaluation is not limited to only information provided in the proposals. Cost is only one factor to be considered. ***The State is not obliged to award the contract(s) to the respondent with the lowest cost plan.***

Based on the number of qualified respondents submitting proposals several contracts may be written. The following criteria will be evaluated:

1. Ability to meet specifications
2. Facilities
3. Availability
4. Key personnel
5. Cost

It is anticipated that evaluation and selection will be completed by August 25, 2000. Results will be sent immediately to all respondents.

If negotiations between the State and the respondents judged to be qualified cannot be concluded in the best interests of the State, the State reserves the right to terminate negotiations and initiate new negotiations with another qualified respondent.

Minnesota Department of Economic Security

Workforce Wage Assistance Branch Minnesota Disability Determination Services (DDS)

Request for Proposal (RFP) to Receive, Transcribe, and Deliver Medical Reports Dictated by Consulting and Treating Physicians and Psychologists to the Minnesota Disability Determination Services, Workforce Wage Assistance Branch, Department of Economic Security

This Request for Proposal does not obligate the State to complete the contract and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

This contract will run from 10/1/00 through 9/30/01 with an additional 1 year option to renew. The services provided by this Contractor will enable physicians and psychologists around the State to provide timely and complete medical information in an efficient manner for individuals who have claims for Social Security or Supplemental Security Income disability benefits pending with the State.

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The following is a list of the specifications for the medical teledictation contract. The Contractor will:

1. Provide, maintain, and monitor, on an ongoing basis, the operation of at least three (3) sets of telephone answering and dictation recording equipment on a 24 hr/day, 7 day/week basis.
2. Provide equipment and installation of equipment, including any and all electronic data processing hardware and software, the Contractor wishes to use in performing the requirements of this contract.
3. Provide at least 3 dedicated telephone lines to be used exclusively for dictators providing information to the State.
4. Pay for all telephone installation costs and any special equipment needed to install and connect telephone lines for receipt of dictated reports.
5. Provide ongoing monitoring of all equipment and report any malfunction immediately to the appropriate repair source. The Contractor will inform the DDS immediately of any malfunction which is expected to last 3 hours or more. The Contractor will provide a recorded message to incoming callers alerting them that the service is interrupted.
6. Assure that transcriptionists are skilled in medical transcription and thoroughly familiar with medical terminology.
7. Base compensation on a 72 character line, with the expectation not to exceed 840,000 lines for the period 10/1/00 through 9/30/01 and approximately 840,000 lines for the period 10/1/2001 through 9/30/2002.
8. Transcribe and forward to the State or dictator reports (either hard copy or through electronic transmission) so that all reports are delivered within 3 days of the day the report is dictated. Any report dictated after 4:00 p.m. will be deemed dictated the following day. On Monday any report dictated after 2 p.m. will be deemed dictated the following day.
9. Provide either an original and 3 copies of all reports, and/or provide the paper (to include appropriate pre-printed letterhead and colored paper as designated by the State) for typing/printing of reports.
10. Forward on a daily basis two (2) copies (or an electronic copy via computer) of all processed reports to the State (DDS, 300 Metro Square, 121 E. 7TH Place, St. Paul, MN 55101-2116).
11. Forward on a daily basis two (2) copies of each report to the dictator of the report (more than one report to the same dictator may be "grouped"). The DDS anticipates the need for approximately 300 - 350 mailings each month.
12. Correct any errors detected by the State or the dictator in the transcribed report and return them within one (1) working day of the notification of the error. There will be no additional line charge for these corrections.
13. Accept and transcribe any tapes containing reports to the State that are hand delivered to the Contractor within time frames listed above.
14. Provide postage for mailings to the dictator.
15. Provide envelopes and postage for mailings to the State, or pay for any telephone fees for electronic transfer of reports to the State.
16. Research and complete any incomplete address information provided by the dictator.
17. Assure that all typing will be done on Contractor's premises.
18. Assure that, in the event of a telerecording equipment breakdown, any additional line charges or MD charges for re-examining claimants or redictating reports will be absorbed by the Contractor.
19. Provide a contact person to insure easy accessibility to Contractor if questions arise.
20. Maintain all records associated with this contract in accordance with the Federal Privacy Act (5 U.S.C. • 552a) and the Minnesota Government Data Practices Act (*Minnesota Statute* Chapter 13).
21. Assure that, if additional telerecording equipment an/or another telephone line are needed during the life of the contract, a contract supplement will be written to include any increases and/or changes in compensation or procedures.
22. With each mailing send the State a copy of the Contractor's log, including the following information: consultant dictating, claimant, date dictated, date transcribed, and number of lines delivered to the State.
23. If necessary, be willing to submit to an onsite visit, and have available records regarding work performed.
24. Pay the monthly service telephone bills for the three telephone lines.
25. Comply with the Americans' With Disability Act (ADA) 42 U.S.C. • 12101 *et seq.*

Responder May Propose Additional Tasks or Activities if They Will Substantially Improve the Results of the Services to Be Provided.

The State will:

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1. Provide the Contractor with franked return envelopes with the State's address to be enclosed with the mailings to the dictator.
2. Provide the Contractor with window envelopes with the State's return address for mailing reports to the dictator.
3. Provide the Contractor with a list of physicians and psychologists, known to the State, who dictate reports to the State, including their full name and address.

Workers' Compensation

In accordance with provisions of *Minnesota Statutes*, 1994, Section 176.182, the Contractor must provide a certificate of insurance insuring workers' compensation liability for employees in Minnesota, per *Minnesota Statutes*, 1994, Section 176.181 Subdivision 2.

Affirmative Action

If your proposal will be in excess of \$100,000.00, the Affirmative Action Data page attached at the end of this RFP must be completed, signed, and returned with your response.

Preference to Targeted Group and Economically Disadvantaged Businesses and Individuals

In accordance with *Minnesota Rules*, part 1230.1810, subpart B, and *Minnesota Rules*, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 4% preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at (612) 296-2600 (TTY: (612) 282-5799).

Prospective responders who have any questions regarding this Request for Proposal may write or call:

William T. Ruhl
Assistant Director, Medical Services
Disability Determination Services
300 Metro Square
121 E. 7th Place
St. Paul MN 55101-2116
(612) 296-4419
1-800-657-3852

Mr. Ruhl is the only employee authorized to answer questions regarding this RFQ and RFP.

All proposals must be sent to and received by:

William T. Ruhl
Assistant Director, Medical Services
Disability Determination Services
300 Metro Square
121 E. 7th Place
St. Paul MN 55101-2116

not later than 4:00 p.m., August 11, 2000.

Late proposals will not be accepted. Please submit five (5) copies of the proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed by an authorized member of the firm. Prices and terms of the proposal, as stated, must be valid for the length of the contract.

Proposal Contents and Evaluation of Proposals

The following are factors upon which proposals will be judged. They include, but are not limited to the factors listed below. Also, the evaluation is not limited to only information provided in the proposals. Cost is only one of the factors to be considered and the State is not obligated to award the contract to the lowest bidder.

1. Ability to meet the specifications:

Include a restatement of the specifications incorporating detailed implementation procedures. Explain how the 3-day service will be accomplished. Include the method of delivery and anticipated time of delivery.

2. Facilities:

- Include a description of responder's facility and resources relevant to the work to be performed under this contract.
- Include a detailed description of current equipment to be utilized under this contract. Include make and model

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number of equipment, as well as any special features. Provide a detailed description of equipment which will be obtained if the successful bidder.

3. Key Personnel:

Identify the key personnel to be assigned to this contract.

- a) Submit resumes summarizing qualifications and experience of technical supervisor(s) in medical transcription field, as well as the management or administrative staff. Indicate methods used to monitor staff performance.
 - b) List personnel, date begun with company, whether full time or part time and hours of duty of individuals assigned to the contract.
 - c) Submit resumes of any other key personnel.
4. Experience in transcribing medical dictation, including experience with other Disability Determination Services.
- a) Include experience and qualifications of responder's firm in providing medical transcription services comparable to this contract. Include name of firms for which responder is providing typing and volume over the past year.
 - b) Include data regarding current monthly volume of medical transcription.
 - c) List names and locations of hospitals, clinics, or other firms, including the name and telephone number of an individual who may be used as a reference. The information received from these references may be used to assist in the evaluation of this proposal.

5. Cost:

Evaluation will include proposal price and costs incurred by State. Respondents are asked to specify whether the proposal is for a 1 year period or includes the acceptance of the option to renew.

6. Financial Statement:

Include an accounting financial statement for the past year.

It is anticipated that evaluation of proposals will be completed by 8/25/00. Responders will be notified by mail.

Minnesota Historical Society

Request for Design Services Proposals for the James J. Hill House Roof Eaves Restoration

The Minnesota Historical Society (MHS) requests proposals from Architectural/Engineering firms for a roof eaves restoration project at the James J. Hill House historical site in Saint Paul, Minnesota. The project incorporates additional investigation of existing conditions and available materials, design of "typical" repairs and replacement of roofing, gutters and downspouts and phased construction to match funding sequences.

A selective roof eaves investigation was completed in 1997 indicating a construction cost estimate of \$750,000.

To obtain a copy of the full Request for Proposals contact:

Chris Bonnell, Contracting Officer
Minnesota Historical Society
345 Kellogg Boulevard West
St. Paul, MN 55102
Telephone (651) 297-5863
e-mail: chris.bonnell@mnhs.org

A **MANDATORY** pre-proposal meeting will be held at the James J. Hill House Friday, July 28, 2000 at 10:00 a.m. local time. The street address is 240 Summit Avenue, Saint Paul.

Proposals must be received by 2:00 p.m. Central Time, Friday, 11 August 2000. Late submittals will not be accepted.

Authorized agents for receipt of proposals are the following: Chris Bonnell, Contracting Officer, Mary Green-Toussaint, Contracting and Procurement Technician, or any Work Service Center staff member in the Finance and Administration Division on the Fourth Floor of the History Center. Statements may not be delivered to the information desk, to the guard, or to any location or individual other than as specified above.

PLEASE NOTE THAT THE ABOVE ADDRESS IS THE MINNESOTA HISTORY CENTER. IF STATEMENTS ARE BEING HAND DELIVERED, VENDORS MAY PARK IN THE ON-SITE LOT, BUT SHOULD ALLOW ENOUGH TIME TO

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DELIVER THEIR STATEMENTS TO THE CONTRACTING OFFICE ON THE FOURTH FLOOR OF THE BUILDING. ACTUAL RECEIPT OF STATEMENTS BY THE CLOSING TIME IS REQUIRED FOR CONSIDERATION.

Dated: 17 July 2000

Minnesota Department of Transportation

Program Support Group

Request for Proposal for Value Engineering Workshop

The Minnesota Department of Transportation (STATE) requests proposals for a Certified Value Specialist as designated by the Society of American Value Engineers (S.A.V.E.) to facilitate a workshop on Value Engineering (VE). The workshop will be held at the Arden Hills, facilities, New Brighton, Minnesota.

The successful Responder will perform the following Scopes of services: **TASK 1:** Value Engineering Study Preparation. Responder will meet with STATE's Project Manager, two weeks prior to the Value Engineering Workshop to narrow the scope of study for the five STATE's highway projects. **TASK 2:** The Responder shall supply workbooks, handouts, visual and training aids. The Workbooks shall be organized in such a manner that they can be used as the Value Engineering Report for each highway project. **TASK 3:** Responder will lead five, six person teams in a classroom setting through the process of Value Engineering five highway design projects. The Value Engineering Study should be similar in nature to the National Highway Institute Course No. 13405, Value Engineering for Highways, and should include at a minimum: Value Engineering Job Plan, Functional Analysis, Speculation and Evaluation Phases, Life-Cycle Cost Analysis, and a Presentation Phase.

To receive a complete copy of the Request For Proposals, Responders will be required to submit a written request by mail or fax to the address listed below through July 24, 2000. After

July 24, 2000, Responders will be required to pickup the Request for Proposal in person from our office from:

Calvin C. Robinson
Consultant Agreements Administrator
Minnesota Department of Transportation
Seventh Floor North, Mail Stop 680
395 John Ireland Boulevard
Saint Paul, Minnesota 55115-1899
Fax (651) 282-5127

The proposals must be received by July 31, 2000, by 2:00 PM, Central Standard Time.

Late submittals will not be considered. No time extensions will be granted.

PLEASE NOTE that the STATE's Transportation Office (395 John Ireland Boulevard) has a newly implemented Security System. All visitors to the building, including couriers must check in at the First Floor Information desk. Please consider this in your delivery and response time.

This request does not obligate the Minnesota Department of Transportation to complete the work contemplated in this notice, and the Department reserves the right to cancel this solicitation at any time. All expenses incurred in responding to this Request for Proposals will be borne by the responder.

This document is available in alternative formats for persons with disabilities by contacting the Consultant Agreement Administrator, or for persons who are hearing impaired by calling the Minnesota Relay Service at 1-800-627-3529.

Minnesota Department of Transportation

Program Support Group

Request for Proposal for Project Management Academy

The Minnesota Department of Transportation (STATE) requests proposals from a recognized expert to design and facilitate classes in STATE's Project Management Academy. The selected Contractor will work in conjunction with STATE's Project Manager prior to class start date to plan the Academy, develop student manuals, coordinate presenters/instructors, run and evaluate training of STATE employees.

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The overall Contract term will run for two years, during which there will be two Project Management Academy sessions, with an option for a third session.

The projected class dates are: 1) January 2001, 2) Summer 2001, and 3) An option for a third session in Winter 2001. Each session will consist of eight class days (four days in week one, separated by three weeks, and then the second four days). During the three week interval, Responder will prepare the second student manual for the second four days.

To receive a copy of the complete Request for Proposal, Responders must submit a written request, either by direct mail or fax to the address listed below through July 24, 2000. After July 24, 2000, Responders will be required to pick up the Request for Proposal in person. The complete Request for Proposal can be obtained from:

Name: Calvin C. Robinson
Title: Consultant Agreements Administrator
Address: Minnesota Department of Transportation
7th Floor North, Mail Stop 680
395 John Ireland Boulevard
Saint Paul, Minnesota 55155-1899
Fax: (651) 282-5127

All proposals must be received by 2:00 P.M., Central Daylight Time on August 4, 2000, as indicated by the time stamp made by the Receptionist to the above address. Late proposals will not be considered.

Please note that the STATE's Transportation Building (395 John Ireland Boulevard) has a newly implemented security System. All visitors to the building, including couriers, must check in at first floor Information Desk. Please consider this in your delivery and response time.

Late submittals will not be considered. No time extensions will be granted.

Other Information:

In compliance with *Minnesota Statutes* Section § 16C.08, the availability of this contracting opportunity is being offered to State employees. Responses of any State employee will be evaluated along with other responses to this Request for Proposal.

This Request for Proposal does not obligate STATE to complete the work contemplated in this notice, and STATE reserves the right to cancel this solicitation at any time. All expenses incurred by submitting responses to this notice will be borne by the Responder.

This document is available in alternative formats for persons with disabilities by contacting the Consultant Agreement Administrator, or for persons who are hearing impaired by calling the Minnesota Relay Service at 1-800-627-3529.

Non-State Public Bids, Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

Metropolitan Council

Request for Bids for 4,500 Gallon Stainless Steel Tank and Installation

Sealed bids will be received in the office of the Metropolitan Council, Environmental Services Division, (MCES), 230 East 5th Street, St. Paul, Minnesota 55101, for 4,500 gallon stainless steel tank and installation.

Bids will be received until TUESDAY, AUGUST 1, 2000, at 2:00 P.M., at which time and place the bids will be publicly opened and read aloud.

Copies of the specifications and bid instructions may be obtained from the offices of the Metropolitan Council or by calling (651) 602-1499 or via Fax request (651) 602-1083.

All bids to be considered must be submitted on *Council approved bid forms*.

The award will be based upon, but not necessarily limited to, factors of price, lead time, agreement to the terms and conditions and past experience with the Metropolitan Council

The Metropolitan Council shall consider all bids received and intends to award a contract to the responsive and responsible bidder submitting the lowest total cost to the Council, by the due date and time, provided, however, that the Metropolitan Council reserves the right to reject all bids, to investigate the qualifications and experience of any bidder, to reject and provisions of any bid, to obtain new bids, or to proceed to do the work otherwise.

University of Minnesota

Notice of Bid Information Service (BIS) Available for All Potential Vendors

The University of Minnesota offers 24 hour/day, 7 day/week access to all Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at bidinfo.umn.edu or call the BIS Coordinator at 612-625-5534.

Requests for Bids/Proposals are available to the public at no charge each business day from 8:00 a.m. to 4:30 p.m. in Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls., MN 55454.

